

# UNITED STATES DISTRICT COURT

## NORTHERN DISTRICT OF CALIFORNIA

### PROBATION OFFICE

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August 29, 2016

### **SYSTEMS MANAGER VACANCY ANNOUNCEMENT JOB CODE: 16-9C0829SYM**

**POSITION:** Systems Manager

**STATUS:** Regular Full-Time

**SALARY RANGE:** \$94,741 - \$154,037 (CL 30/01 – CL 30/61)

**CLOSING DATE:** Open until filled (first consideration given to applications received by  
September 12, 2016)

**LOCATION:** San Francisco, California

The Northern District of California United States Probation Office is seeking qualified applicants for the position of Systems Manager. This individual plans, organizes, and directs all automation support services for all probation offices in the district; supervises professional, technical, and support personnel; acts as advisor to senior management on computer systems issues; and works in a shared services capacity with fellow court units. This is an ideal opportunity for the right candidate to lead a team of well-qualified IT professionals in providing cutting edge office automation within a challenging and dynamic work environment in support of the Probation Office's mission.

#### **REPRESENTATIVE DUTIES (not all inclusive):**

Assigns, reviews, and evaluates work performance of automation support staff, providing leadership to the work unit and feedback to Senior Management regarding individual performance and development and work unit effectiveness.

Researches, evaluates, and plans for the need for new or modified computer applications and manages the installation of new products. Prioritizes and manages the day-to-day administration of ongoing automation work projects and advises management and staff on the solution of emergent technical problems as they arise. Reviews requests for and initiates requisitions to purchase all computer related equipment and supplies for the district.

Designs, develops, and maintains the district's intranet website. Administers the UNIX System used to run the Probation Automated Case Tracking Systems (PACTS). Works on a variety of special projects and special reports as directed by management. Works as a team member with technical representatives from other agencies on joint development projects.

Advises and coaches programmer analyst on designing software for in-house use. Software is developed using current client-server and web-based technologies. Acts as liaison with end users relative to computer system needs and problems and fosters a strong customer service oriented automation support environment.

Writes, updates, and recommends policies and procedures governing computer security and proper use of data. Performs budget preparation and expenditure monitoring activities for the Automation Work Unit.

#### QUALIFICATIONS:

Minimum: Two years of specialized experience including at least one year equivalent to work at CL-29 within the Judiciary's classification system. Technical specialized experience is professional experience demonstrating thorough knowledge of the principles and practices of computer systems analysis, software development and application programs, computer hardware and its capabilities, personal computer in a networking environment, and new technology in the field of office automation, along with proven skill and ability in project management particularly related to automation implementation or conversion. Administrative specialized experience is experience that included progressively responsible supervisory experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Information Technology Work Unit and the Probation Office.

Preferred: Bachelor's (or more advanced) Degree in Computer Science or related field from an accredited educational institution. Five years or more of technical specialized experience and three years or more of administrative specialized experience. Professional certification and/or work experience with modern server and workstation operating systems; relational database managed systems; Windows applications including WordPerfect, MS Office, Adobe Acrobat, Lotus Notes, and Intranet/Internet technologies; and networking topologies, protocols, and media such as SQL, INFORMIX, UNIX/LINUX, TCP/IP, VPNs, VLANs, VoIP, as well as related hardware components such as servers, data storage equipment, backup devices, routers, hubs, and switches are desirable. General knowledge of the criminal justice system and probation/parole processes and procedures, and experience working in a federal government or federal court environment.

#### APPLICATION INSTRUCTIONS:

Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78), along with their official college transcripts, as applicable. Form AO 78 (the Application) is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save

it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. **Although the vacancy announcement is open until filled, it is preferred that completed application materials be received on or before September 12, 2016 by close of business (5:00 p.m. PST) in order to be given first consideration.** It is required that you submit your application materials via e-mail to: [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov). The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

**U.S. Probation Office  
Northern District of California  
Attn. Human Resources  
P.O. Box 36057  
San Francisco, CA 94102**

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

**THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF  
CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER**